



YMCA JOB DESCRIPTION

Job Title: Accounting Clerk
FLSA Status: Non-Exempt
Reports to: Accounting Manager

Job Grade: N/A
Revision Date: 2/13/2019

POSITION SUMMARY:

Performs a variety of analytical and clerical tasks essential to the fulfillment of the internal and external financial reporting needs of the YMCA. Works at the direction of and in collaboration with the Controller (direct supervisor) in the completion of these tasks. Effective interaction with all levels of associates and functional areas of the organization is required.

ESSENTIAL FUNCTIONS:

1. Perform weekly processing of accounts payable transactions including the review of all invoices, check requests, and general ledger coding. Prepare accounts payable checks, mail payments, answer accounts payable inquiries, and maintain accounts payable support and reports.
2. Create journal entries and gather appropriate back-up information for the timely and accurate recording of transactions in the general ledger where requested. This may include cash receipts, cash disbursements, payroll, prepaids, accruals, deferrals, and other miscellaneous transactions.
3. Prepare/Assist with general ledger account reconciliations as directed. Prepare bank reconciliations for designated bank accounts.
4. Assist in producing the monthly financial reporting package per the established time schedule where possible.
5. Participate in the coordination of the YMCAs annual budget process. This includes both providing data input, and soliciting information from other functional managers.
6. Assist in the overall planning, coordination, and completion of the annual audit process.
7. Coordinate effective communication and reporting with outside parties, such as vendors, government agencies, charitable organizations, donors, and the National Council of YMCAs.
8. Provide assistance with the standardization of transaction processes and internal controls throughout the YMCA system to assure timeliness, accuracy, and uniformity of treatment of financial transactions.
9. Coordinate compliance with the YMCA's document retention policy.
10. Other duties and projects as assigned.

YMCA COMPETENCIES (Multi-Team or Branch Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience.

Operational Effectiveness: Provides others with frameworks for making decisions.

Personal Growth: Shares new insights. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Associate degree in accounting/related major (or equivalent combination of education and accounting/bookkeeping experience).
2. Experience with accounts payable, general ledger and financial reporting cycle including monthly internal financial statements, and annual audits. Not for profit experience helpful.
3. Possess analytical and problem solving skills.
4. Excellent personal computer skills and experience with automated accounting applications.
5. Ability to work in a fast-paced, goal oriented environment.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
7. A genuine interest in and commitment to our mission and the community/communities served by our organization.

PHYSICAL DEMANDS:

Physical Demands (Without Accommodations)	Never	Occasionally (Up to 33%)	Frequently (34% - 66%)	Continuously (67% - 100%)
Sitting				
Walking				
Standing				
Bending Neck				
Twisting Neck				
Bending Waist (forward or sideways)				
Twisting Waist				
Squatting (crouch or sit on one's heels)				
Climbing				
Kneeling				
Crawling				
Repetitive Hand Movement				
Reach Above Shoulder Height				
Reach Below Shoulder Height				
Move Items Weighing up to 10 lbs.				
Move Items Weighing 11-25 lbs.				
Move Items Weighing 26-50 lbs				
Move Items Weighing 51-75 lbs.				
Move Items Weighing 76-100 lbs.				
Move Items Weighing over 100 lbs.				

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the essential functions, qualifications, and physical demands of the position.

Employee Print Name

Employee Signature

Date